

Job Aid:

Open Market Requisition to Purchase Order: goods/services not on a Master Blanket

This Job Aid shows how to:

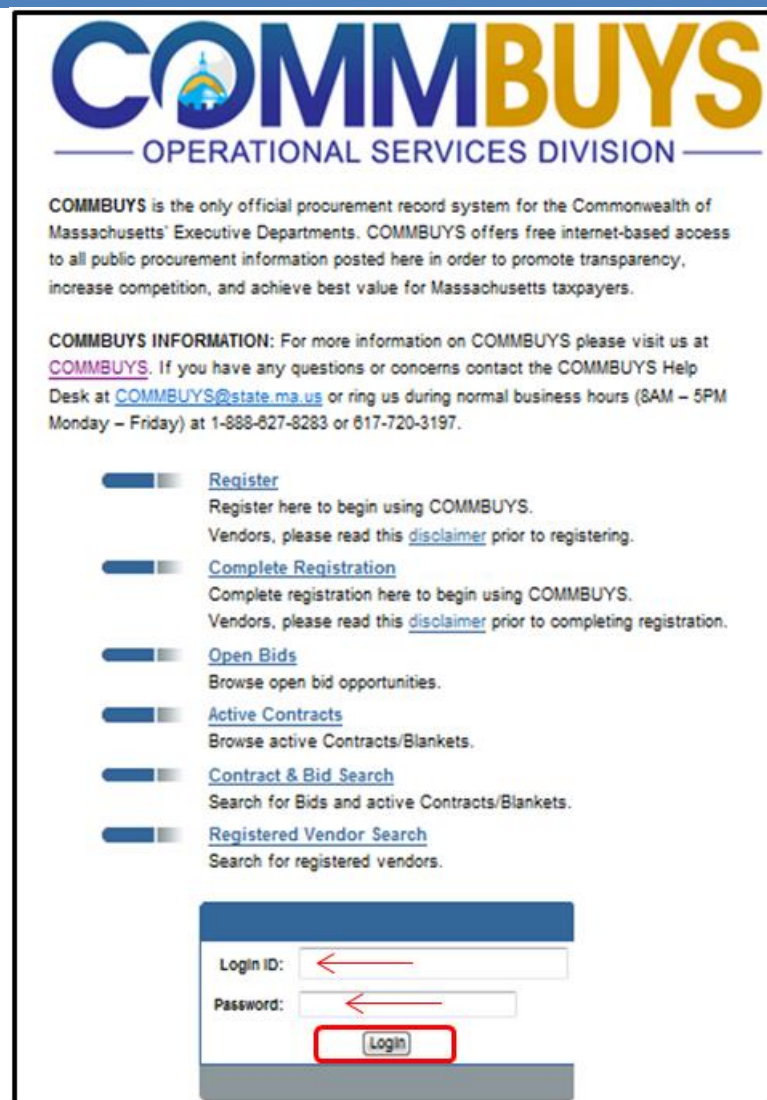
- Create an Open Market Requisition
- Submit the Requisition for approval
- Find and submit the Open Market Purchase Order

Of Special Note:

Requisitions are internal documents used to request goods and services. They are the starting document for both purchase orders and bids. The job aid will show how to purchase items and services that are not on a statewide contract (SWC); for example an incidental or one time purchase. This type of document is referred to as **Open Market**. Once an open market requisition has been approved, an open market purchase order can be created to complete the procurement/purchasing process. Purchase orders are documents used to buy goods and services.

Note: Users must follow procurement rules in addition to COMMBUYS Policy regarding bid issuance and use of Statewide Contracts.

Screenshot



Directions

Step 1: Launch the COMMBUYS Web site by entering the URL <https://www.commbuys.com/bsol> in the Browser.

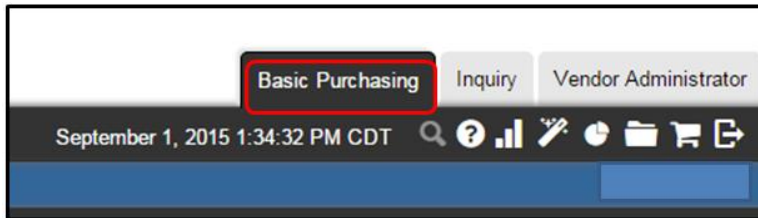
Enter your login credentials and click the **Login** button on the COMMBUYS home page.

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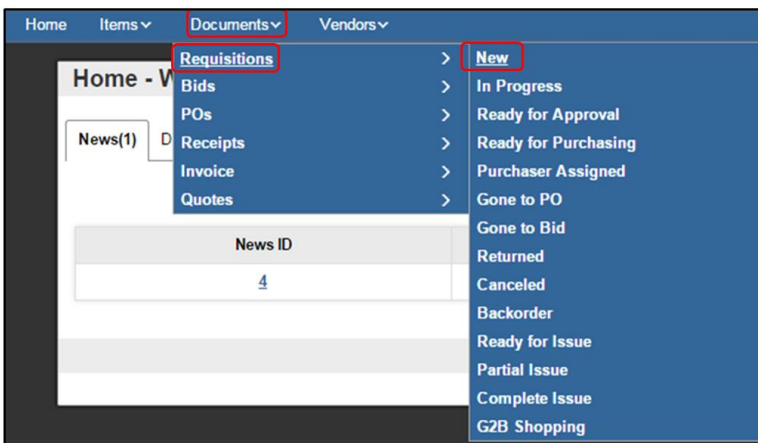
Screenshot

Directions

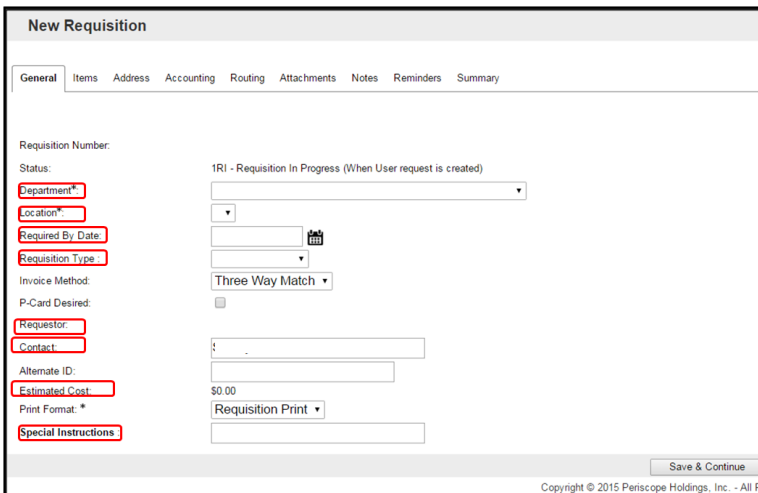


Step 2: Upon successful login, if you have multiple roles in COMMBUYS select the Basic Purchasing role on the upper right side of the page.

If users have only Basic Purchasing Role, no tabs will display.



Step 3: From the Navigation Bar, select **Documents > Requisitions > New**



The screenshot shows the 'New Requisition' form. The 'General' tab is selected. Fields highlighted with red boxes include: 'Department', 'Location', 'Required By Date', 'Requisition Type', 'Requester', 'Contact', 'Alternate ID', 'Estimated Cost', and 'Special Instructions'. The form also includes a 'Status' dropdown, 'Invoice Method', 'P-Card Desired', and a 'Print Format' dropdown. A 'Save & Continue' button is at the bottom right.

Step 4: The General tab for the requisition opens. On the left side of the screen, complete the following fields:

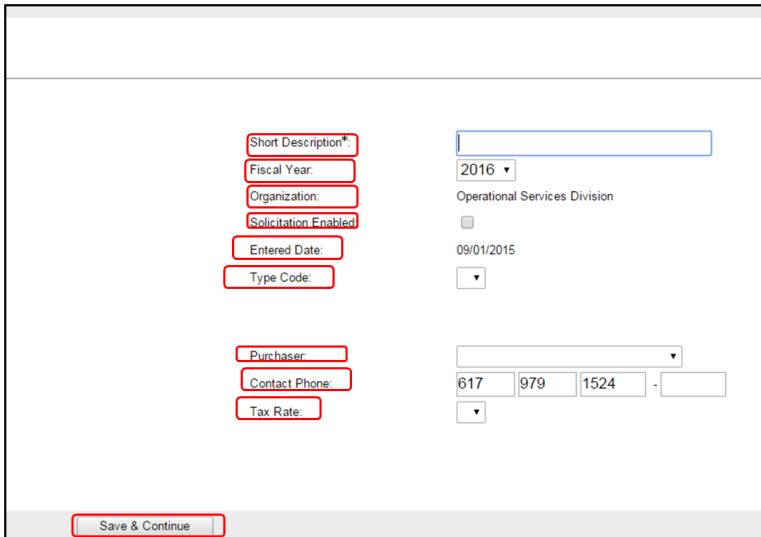
- **Department:** defaults from user profile. May be changed, using the dropdown if other departments are available to user.
- **Location:** defaults from user profile. May be changed, using the dropdown if other locations are available to user.
- **Required by Date:** optional
- **Requisition Type:** Open Market
- **Requester:** user that created the requisition; this field cannot be edited
- **Contact:** contact for this requisition; can be changed
- **Estimated Cost:** calculated by COMMBUYS; not editable by user
- **Special Instructions:** Open field to enter in specific instruction.

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Directions



Short Description*:

Fiscal Year: 2016

Organization: Operational Services Division

Solicitation Enabled: ☐

Entered Date: 09/01/2015

Type Code:

Purchaser:

Contact Phone: 617 979 1524 -

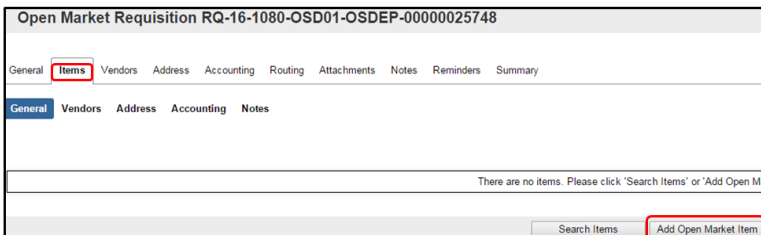
Tax Rate:

Save & Continue

Step 5: On the right half of the General tab, complete the following fields:

- **Short Description:** be specific as this field can also be used as search criteria to locate a registration; may use any Departmental Identifier numbers (100 character field)
- **Fiscal Year:** defaults to the current Fiscal Year
- **Organization:** default value based on your user profile and can only be changed by an administrator
- **Solicitation Enabled:** only select if this requisition will convert to a bid
- **Entered Date:** defaults to the current date and cannot be changed
- **Type Code:** leave blanket for requisition
- **Purchaser:** defaults to your name; use the dropdown to select a different purchaser
- **Contact Phone:** defaults to the profile value; can be updated as needed
- **Tax Rate:** n/a for Commonwealth

When complete, click the **Save & Continue** button to save the information entered on the General tab.



Open Market Requisition RQ-16-1080-OSD01-OSDEP-00000025748

General **Items** Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Vendors Address Accounting Notes

There are no items. Please click "Search Items" or "Add Open Market Item"

Search Items Add Open Market Item

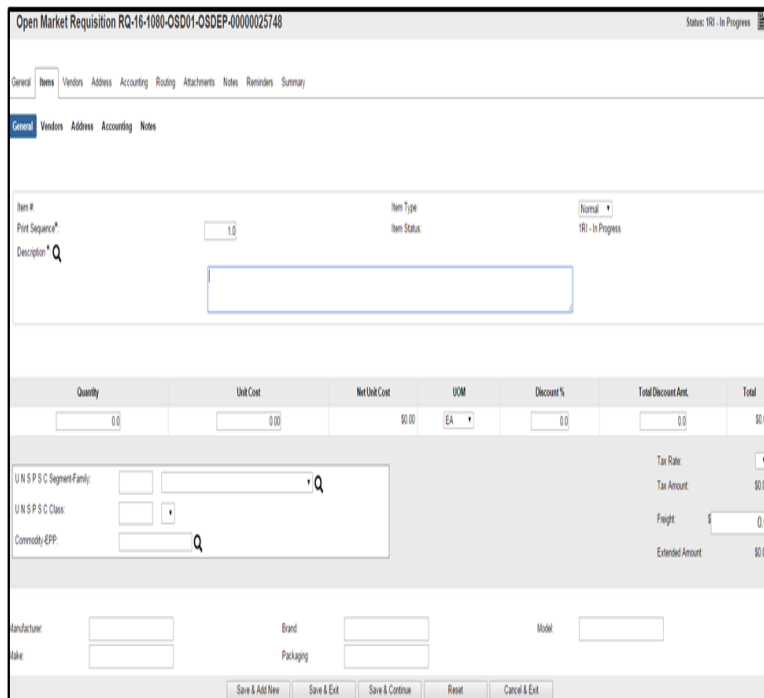
Step 6: To add items to the requisition, click on the **Items** tab.

Click the **Add Open Market Items** button to begin the process of adding items to the requisition.

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Directions

Step 7: The Items tab opens to a blank entry form to add either an Open Market or Narrative item to the requisition.

The following are fields should be completed for an open market item:

- **Item #:** COMMBUYS automatically sequentially numbers each item added to the requisition
- **Item Type:** two options:
 - Normal – recommended
 - Narrative – updates item to only use description field
- **Print Sequence #:** change this field if the order the requisition line items should print is different from the Item # order
- **Item Status:** COMMBUYS auto updates based on the requisition status.
- **Description*:** description of the item / service; can hold up to 100 characters.
- **Quantity:** enter quantity in known or enter 1 if unknown
- **Unit Cost:** enter cost of item/service per 'unit' of quantity
- **Net Unit Cost:** COMMBUYS auto updates
- **UOM:** unit of measure; how the item is sold/packaged/purchased
- **Discount %:** percentage discount for item/service if applicable
- **Total Discount Amt.:** total amount of discount – populate based on cost and discount %
- **Total:** COMMBUYS auto updates
- **UNSPSC:** each item/service is required to have a corresponding UNSPSC code, use the eye glass icon to search and select the most appropriate UNSPSC class (more detail on Step 7)
- **Freight:** enter freight costs if known

Note: Fields marked with (*) are required. If a field is not included in the above list, it is an optional field.

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Screenshot

Directions

Commodity-EPP and Service Codes

Search

UNSPSC Segment:Family

UNSPSC Class

UNSPSC Keyword

Search using

UNSPSC Code Browse

00	Grants
10	Live Plant and Animal Material and Accessories and Supplies
11	Mineral and Textile and Inedible Plant and Animal Materials
12	Chemicals including Bio Chemicals and Gas Materials
13	Resin and Rosin and Rubber and Foam and Film and Elastomeric
14	Paper Materials and Products
15	Fuels and Fuel Additives and Lubricants and Anti corrosive M
20	Mining and Well Drilling Machinery and Accessories
21	Farming and Fishing and Forestry and Wildlife Machinery and
22	Building and Construction Machinery and Accessories
23	Industrial Manufacturing and Processing Machinery and Access
24	Material Handling and Conditioning and Storage Machinery and
25	Commercial and Military and Private Vehicles and their Acces

Step 8: Click the eyeglass icon to add a UNSPSC codes to the item or service. The Search Code screen populates, use the available search dropdowns and fields to find the best code.

Select the radio button on the left side of the screen and click the **Save & Exit** to return to the Items tab.

Step 9: After each item is added to the requisition, there are five options:

- **Save & Add New** – saves the item to the requisition and opens a new item entry so additional items can be added
- **Save & Exit** – saves the item, closes the item entry page and returns to the Requisition Items General tab
- **Save & Continue** – saves the item and remains on the item entry page
- **Reset** – removes the item from the requisition without saving it
- **Cancel & Exit** – cancels the item and exits from the item entry page.

Repeat steps 6 through 8 until item entry is complete.

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Open Market Requisition RQ-16-1080-OSD01-OSDEP-0000025748 Status: 100 - In Progress

General **Items** Vendors Address Accounting Routing Attachments Notes Reminders Summary

General **Items** **Address** Accounting Notes

Sort by Columns: (Post Sequence) ☐ Sort Descending ☐ [Go]

Item #	Post Sequence	Quantity	Unit Cost	Net Unit Cost	Item Description	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost	Debit All
1	1.0	Job Aid Item			EA - Each		\$0.00		\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
2	2.0	Job Aid Item			EA - Each		\$0.00		\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
3	3.0	Job Aid Item			EA - Each		\$0.00		\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
Total											\$0.00	

Please save your changes before sorting. Otherwise, your changes will be lost.

Save & Continue Search Items Add Open Market Item Upload Items

Step 10: Once complete review the requisition item(s).

Next, select the Requisition Items **Address** tab.

Open Market Requisition RQ-16-1080-OSD01-OSDEP-0000025748

General **Items** Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Vendors **Address** Accounting Notes

Item #	Description	Ship-to Address
1	Job Aid Item	COMBY - COMMBUYS PROJECT TEAM ELAINE MCGRATH COMMBUYS PROJECT OPERATIONAL SERVICES DIVISION MCCORMACK BUILDING 1 ASHBURTON PLACE 10TH FLOOR BOSTON, MA 02108 US Email: test@periscopeholdings.com Phone: (617)555-5555
2	Job Aid Item	COMBY - COMMBUYS PROJECT TEAM ELAINE MCGRATH COMMBUYS PROJECT OPERATIONAL SERVICES DIVISION MCCORMACK BUILDING 1 ASHBURTON PLACE 10TH FLOOR BOSTON, MA 02108 US Email: test@periscopeholdings.com Phone: (617)555-5555
3	Job Aid Item	COMBY - COMMBUYS PROJECT TEAM ELAINE MCGRATH COMMBUYS PROJECT OPERATIONAL SERVICES DIVISION MCCORMACK BUILDING 1 ASHBURTON PLACE 10TH FLOOR BOSTON, MA 02108 US Email: test@periscopeholdings.com Phone: (617)555-5555

Ship-to Address: [Search] [Apply to Selected] [Apply to All Items] [Reset Selected to Header]

Bill-to Address: [Search] [Apply to Selected] [Apply to All Items] [Reset Selected to Header]

Save & Continue

Step 11: The **Requisition Items Address** page opens. Displayed here is the left side of the page where the Ship-to Address is. Use this if items are being shipped to multiple locations.

The Address page should prefill – if no change is required go to step 16.

If there is an error message indicating that no valid ship-to address exists. Click on the search icon (Magnify Glass) to select a ship-to address.

You can either select the Ship-to-Address for each item or use the Ship-to-Address at the bottom of the page to search and apply to all items.

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Screenshot

Directions

Lookup Item Ship-to Address - Open Market Requisition RQ-16-1080-OSD01-OSDEP-00000025748/ ItemNbr:1

Search Using:

Search Fields:

Department ID	<input type="text"/>	Department Name	<input type="text"/>
Department Suffix ID	<input type="text"/>	Department Suffix Name	<input type="text"/>
Location ID	<input type="text"/>	Location Name	<input type="text"/>
City	<input type="text"/>	County	<input type="text"/>

Browse by:

Step 12: Enter the search criteria. Click **Find It** to view the search results. **OR** If no criteria is known clicking **Find it** will return all possible organization addresses.

Select	Department ID	Department Name	Department Suffix ID	Department Suffix Name	Address Info
<input checked="" type="radio"/>	1080CONVD	Default Data Conversion Department	1080	Conversion Address	ProTeam (OSD) Operational Service Division ATTN Tommy Cai Ring door bell One Ashburton Place, RM 1313 Boston, MA 02108 US Email: cbproductionsupport@state.ma.us Phone: (617)720-3142 Alt. Reference: email
<input type="radio"/>	OSD03	OSD - Strategic Sourcing	OSD03	OSD Strategic Sourcing	Strategic Sourcing 1 Ashburton Place, rm 1017 Boston, MA 02108 US Email: test@periscopeholdings.com Phone: (123)456-7890

Step 13: The search results display.
Note: for viewing ease, the page is split

Select	Department ID	Department Name	Department Suffix ID	Department Suffix Name	Address Info
<input checked="" type="radio"/>	1080CONVD	Default Data Conversion Department	1080	Conversion Address	ProTeam (OSD) Operational Service Division ATTN Tommy Cai Ring door bell One Ashburton Place, RM 1313 Boston, MA 02108 US Email: cbproductionsupport@state.ma.us Phone: (617)720-3142 Alt. Reference: email

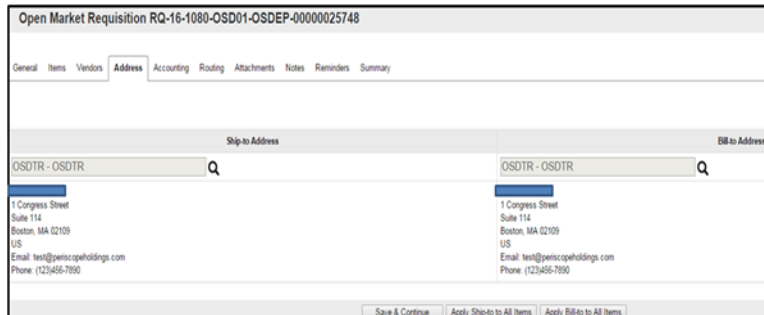
Step 14: Select the desired Address by clicking the Select box. Click the **Select** button.

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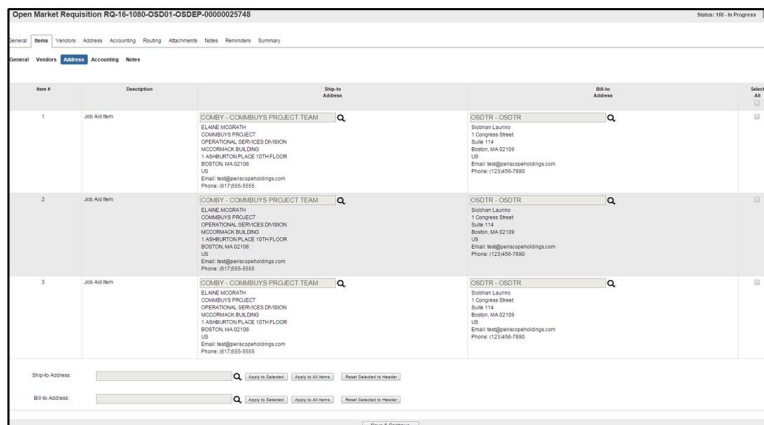
Screenshot

Directions



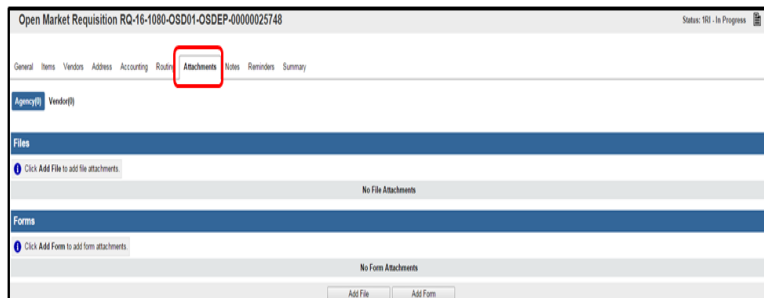
Step 15: The pop-up window closes and the selected address populates.

Repeat steps 9 – 13 if you need to add a different Ship-to Address to each requisition line item.



Step 16: Once all Ship-to Addresses are added to the requisition, click the **Save & Continue** button located at the bottom of the page to save the changes.

The page will save, refresh and the error messages disappear.



Step 17: Click the **Attachments** tab. The **Attachments** tab displays.

If any files auto-attach: review, keep or delete as necessary.

Attachments include bid attachments and required forms/contract documents

Click the **Add File** button to add a new file.

Note: Add Form is not currently a working function in COMMBUYS

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Step 18: The **Add File** window opens. To select a file from your desktop, click the **Browse** button or Choose file. This will search for documents from your computer. Select the desired file.

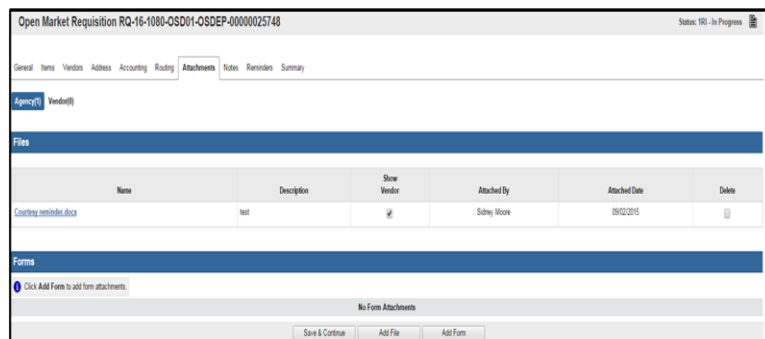
Complete the following fields

- **Name** – required; but will be populated with the selected file name if left blank
- **Description** – optional

Click **Save & Continue** to add another file or click **Save & Exit** when all files have been added.

Note: Files previously uploaded or added to the Document Library in COMMBUYS are available in the Attachment Repository. To locate and attach from the Repository, click the **Search File** button and complete the advanced search criteria.

For additional information on adding attachments refer to the job aid **How to Search for and Use Attachments in COMMBUYS**.



Step 19: Attachment tab redisplay with the list of attached files.

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Open Market Requisition RQ-16-1080-OSD01-OSDEP-0000025748

General Items Vendors Address Accounting Routing Attachments(1) Notes Reminders **Summary**

Vendor Validation Warnings

- No recommended vendor.
- Item # 1, 2 and 3: No vendor, and there is no recommended vendor at header level.

Header Information

Requisition Number: RQ-16-1080-OSD01-OSDEP-0000025748
Organization: Operational Services Division
Department: OSD01 - Operational Services Division
Entered Date: 09/02/2015
Requestor: Sidney Moore
Contact: Sidney Moore
Estimated Cost: \$0.00
Solicitation Enabled: No
Invoice Method: Three Way Match
P-Card Desired: No
Ship-to Address: MASSbuys
 1 Congress Street
 Suite 114
 Boston, MA 02109
 US
 Email: cbproductionsupport@state.ma.us
 Phone: (123)456-7890

Short Description: test

Location: OSDEP - Congress St
Requisition Type: Open Market
Purchaser: Sidney Moore
Contact Phone: (617)979-1524
Print Format: Requisition Print

Bill-to Address: Siobhan Laurino
 1 Congress Street
 Suite 114
 Boston, MA 02109
 US
 Email: test@periscopeholdings.com
 Phone: (123)456-7890

Status: 160 - In Progress

Required By Date:
Type Code:
Fiscal Year: 2016
Alternate ID:

Step 20: Click the **Summary Tab** to view a summary of the completed requisition.

This picture shows the upper portion of the Summary Tab.

Note: for viewing ease, the page is split

Item # 1: Job Aid Item 160 - In Progress

U N S P S C Segment Family: 632136
 Computer accessories

Qty	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt	Tax Rate	Tax Amount	Freight	Total Cost
1.0	\$0.00	\$0.00	EA - Each	0.00%	\$0.00		\$0.00	\$0.00	\$0.00

Manufacturer: Brand
Make: Packaging

Account Code: Amount

There is no item accounting available for this item.

Ship-to Address: ELAINE MCGRATH
 COMBUIYS PROJECT
 OPERATIONAL SERVICES DIVISION
 MCCORMACK BUILDING
 1 ADRIAN PLACE, 10TH FLOOR
 BOSTON, MA 02109
 Email: test@periscopeholdings.com
 Phone: (617)655-5555

Submit for Approval **Cancel Requisition** **Clone Requisition** **Print**

Step 21: Shown here is the lower part of the Summary Tab that provides a summary of each item on the requisition as well as the action buttons currently available for the requisition.

Submit for Approval

- Cancel Requisition
- Clone Requisition
- Print

After the information is reviewed, click the **Submit for Approval** button to submit the requisition into workflow where it is routed for approval.

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Open Market Requisition to Purchase Order: goods/services not on a Master Blanket

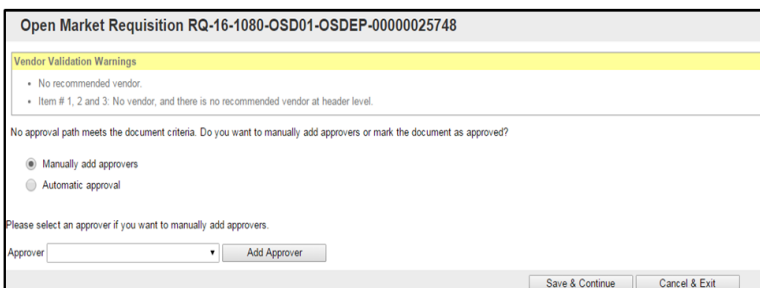
Screenshot

Directions



Step 22: A popup message displays asking 'Are you sure you want to submit this requisition?' Click **OK** to continue with the submission.

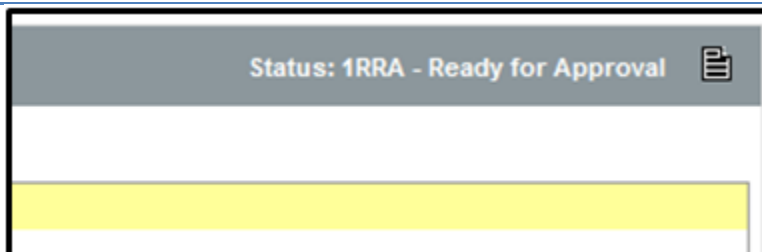
To cancel the submission, click **Cancel**.



Step 23: The approval path for the requisition displays.

This page provides information about the approval. Choose your approval type

Click **Continue** to complete submission.



Step 24: The requisition Summary tab redisplay.

The status has been updated to:

- Status 1RRA – Ready for Approval

STOP after requisition is complete, if not an approver on the approval path or a Basic Purchasing user

Once the requisition has traveled through the approval workflow, it can be located and converted to a Purchase Order (PO).



Requisition #	Requisition Date	Description
1300111	09/24/2013	sec test two
1300110	09/24/2013	test requisition

Step 25: To locate a requisition assigned to you and ready for conversion to a purchase order, go to your **Control Center**.

Click **Reqs > Ready for Purchasing** and a list of available requisitions will display.

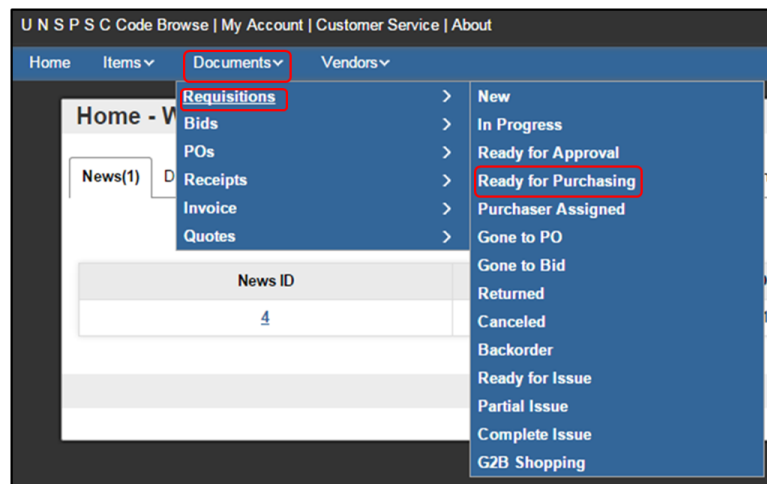
In this case, there are three requisitions in the Control Center of which two are Ready for Purchasing.

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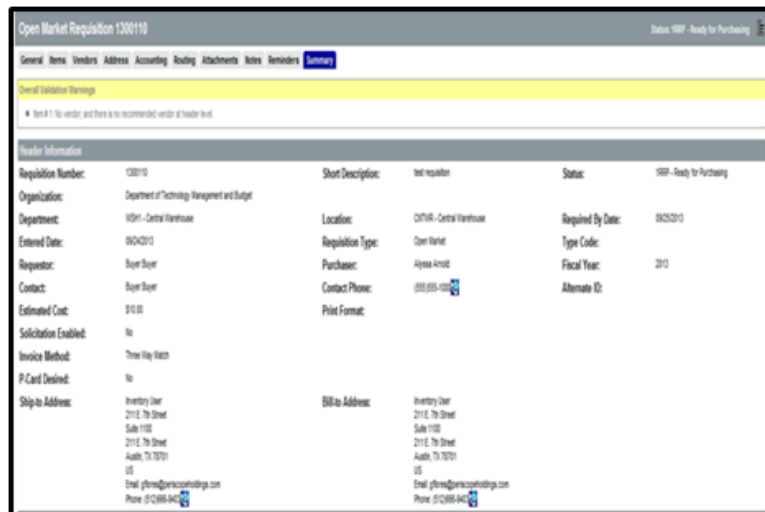
Step 26: An alternative method of locating a requisition that is ready for purchasing and is not assigned to you, is to select **Documents > Requisitions > Ready for Purchasing** from the Navigation bar.

Requisitions - Ready for Purchasing		
Requisition #	Requisition Date	Description
1300111	09/24/2013	sec test two
1300110	09/24/2013	test requisition
View All		

Step 27: All the requisitions assigned to your user Id will display.

Click **View All** to view the complete list and select a requisition not assigned to your user id.

Regardless of the method used to locate the requisition, click on the blue hyperlink requisition number to open.



Open Market Requisition 1300110

Status: RFP - Ready for Purchasing

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Validation Warnings

Item # 1: No vendor, and there is no recommended vendor at tender level.

Requisition Information

Requisition Number:	1300110	Short Description:	sec requisition	Status:	RFP - Ready for Purchasing
Organization:	Department of Technology Management and Budget	Location:	OTM - Central Warehouse	Required By Date:	09/25/2013
Department:	WSP - Central Warehouse	Requisition Type:	Open Market	Type Code:	
Entered Date:	09/24/2013	Purchaser:	Alyssa Arnold	Fiscal Year:	2013
Requester:	Buyer Buyer	Contact Phone:	(510) 655-1000	Alternate ID:	
Contact:	Buyer Buyer	Print Format:			
Estimated Cost:	\$10.00				
Solicitation Enabled:	No				
Invoice Method:	Three Way Match				
P-Card Desired:	No				
Ship to Address:	Inventory User 211 E. 7th Street Suite 1100 211 E. 7th Street Austin, TX 78701 US Email: pf@osd.com Phone: (512) 688-0400	Bill to Address:	Inventory User 211 E. 7th Street Suite 1100 211 E. 7th Street Austin, TX 78701 US Email: pf@osd.com Phone: (512) 688-0400		

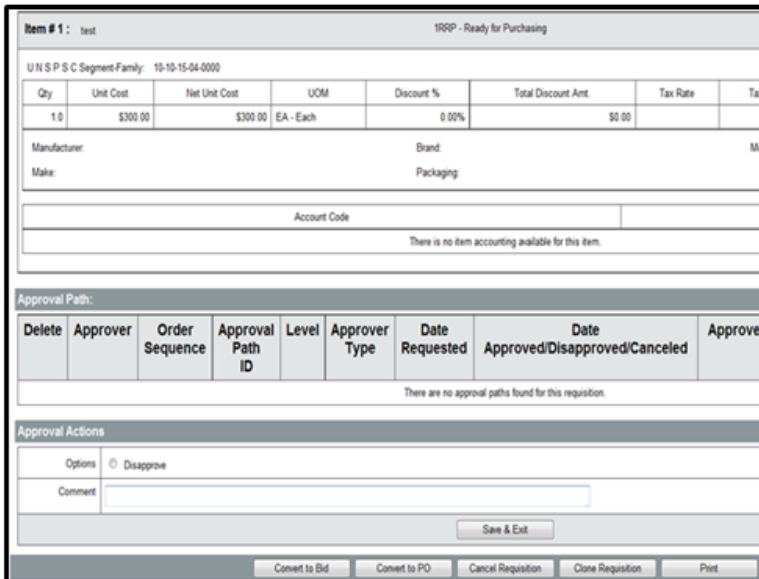
Step 28: The requisition opens to the **Summary** tab.

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Item # 1: test **1RRP - Ready for Purchasing**

U N S P S C Segment Family: 10-10-15-04-0000

Qty	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt	Tax Rate	Tax
1.0	\$300.00	\$300.00	EA - Each	0.00%	\$0.00		

Manufacturer: Brand: Make: Packaging:

Account Code: There is no item accounting available for this item.

Approval Path:

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved/Canceled	Approve
There are no approval paths found for this requisition.								

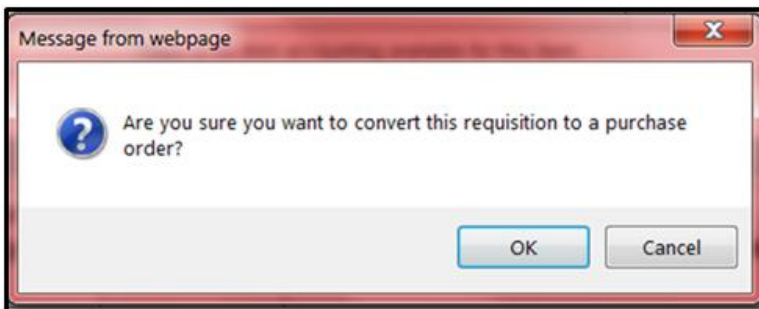
Approval Actions

Options: ☐ Disapprove

Comment:

Step 29: Scroll to the bottom of the page to view the options for the requisition.

Click **Convert to PO**.

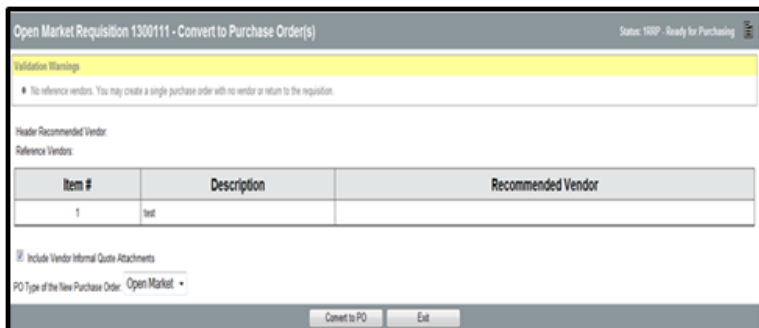


Message from webpage

Are you sure you want to convert this requisition to a purchase order?

Step 30: Popup message displays requesting verification of the intent to convert the requisition to a purchase order.

Click **OK** to continue the process or **Cancel** to stop the process.



Open Market Requisition 1300111 - Convert to Purchase Order(s) Status: 1RRP - Ready for Purchasing

Validation Warnings

- No reference vendors. You may create a single purchase order with no vendor or return to the requisition.

Header Recommended Vendor:

Reference Vendors:

Item #	Description	Recommended Vendor
1	test	

☒ Include Vendor Internal Quote Attachments

PO Type of the New Purchase Order: Open Market

Step 31: A new page displays showing any error (red) or warning (yellow) messages for this requisition prior to the PO conversion process. Click **Convert to PO** button.

Job Aid:

Open Market Requisition to Purchase Order: goods/services not on a Master Blanket

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Directions



Open Market Requisition 1300111 - Purchase Order(s) Created

Convert to PO Validation Warnings

- Item # 1: No vendor, and there is no recommended vendor at header level.

The following Purchase Order(s) were created:

PO #	Vendor	Total
0000190		\$305.00

OK

Step 32: The page reloads with a message the purchase order is created along with the purchase order number.

The status of the purchase order is 'In Progress' as it still needs to be submitted for approval and sent to the vendor once approved.

Click the PO# on the left or
Click OK to return to the Home page.



Home - Welcome Back Buyer Buyer

News(1) Dashboard Reqs(3) Bids(31) **PO(3)** Approval(7) My Reminders(0) Events(0)

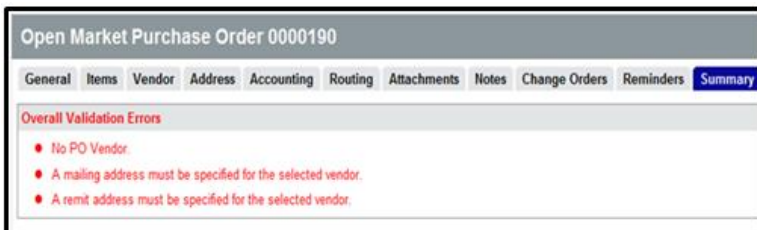
In Progress(2) Ready for Approval(1) Ready to Send(0) Returned(0) Change Order(0)

Purchase Order #	Organization	Purchase Order Date
0000190	Operational Services Division	01/09/2014
0000106	Operational Services Division	09/24/2013

Step 33: The page has refreshed to the home page.

To view an in progress purchase order, click **PO > In Progress**. Click the blue hyperlink purchase order number to open.

*skip this step if the PO is already open



Open Market Purchase Order 0000190

General Items Vendor Address Accounting Routing Attachments Notes Change Orders Reminders **Summary**

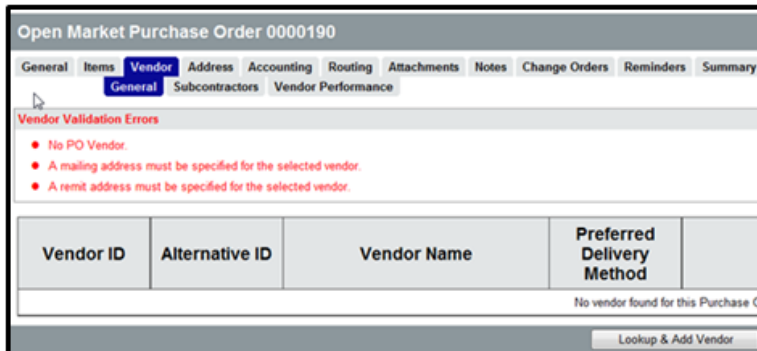
Overall Validation Errors

- No PO Vendor.
- A mailing address must be specified for the selected vendor.
- A remit address must be specified for the selected vendor.

Step 34: The Purchase Order opens to the **Summary tab**.

The red warning message is a Validation Error, this occurred because no vendor existed on the requisition. Depending upon who creates the requisition, they may or may not know the vendor that will receive the order. However, for the purchase to be submitted for approval and sent a vendor is required, and all the other red error messages must be addressed. If there are none, skip to Step 40.

Click the **Vendor tab** to add a vendor.



Open Market Purchase Order 0000190

General Items **Vendor** Address Accounting Routing Attachments Notes Change Orders Reminders Summary

General Subcontractors Vendor Performance

Vendor Validation Errors

- No PO Vendor.
- A mailing address must be specified for the selected vendor.
- A remit address must be specified for the selected vendor.

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method
No vendor found for this Purchase Order			

Lookup & Add Vendor

Step 35: Click the **Lookup & Add Vendor** button

Job Aid:

Open Market Requisition to Purchase Order: goods/services not on a Master Blanket

Screenshot

Directions

Lookup & Add Vendor - Open Market Purchase Order 0000190

Search Using: ALL of the criteria Find It Clear

Search Fields:

Vendor ID	<input type="text"/>	Vendor Name	<input type="text"/>
Vendor Tax ID	<input type="text"/>	Show <input type="checkbox"/> Vendor Legal Name	<input type="text"/>
Vendor Keyword	<input type="text"/>	Alternate ID	<input type="text"/>
ZIP Code	<input type="text"/>	County	<input type="text"/>
State	<input type="text"/>		
<input type="checkbox"/> Emergency Suppliers			
UNSPSC Segment-Family	<input type="text" value="10-11 - Domestic pet products"/>		
UNSPSC Class	<input type="text"/>		
UNSPSC Keyword	<input type="text"/>		
Acknowledgement	<input type="text" value="No - Please explain in the Notes Field, below"/>		
Certified Minority Business Enterprise	<input type="text" value="Yes"/>		
MBE Certified	<input type="text" value="Not Certified"/>		
SDVOBE Certified	<input type="text" value="Not Certified"/>		
State Certified	<input type="text" value="Not Certified"/>		
Business Type	<input type="text" value="Certified"/>		
WBE Certified	<input type="text" value="Corporation"/>		
	<input type="text" value="Not Certified"/>		

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 10

Find It Clear

Step 36: The lookup or search window opens for vendors. Enter the search criteria – in this case the UNSPSC Segment / Family – 10-11 Domestic Pet Products; or you may enter the Vendor Name.

You may also use other search criteria listed to locate an appropriate Vendor. Remember to be in accordance with purchasing and procurement rules.

Click **Find It**.

Select	Vendor ID	Vendor Name	Alternate ID	Last PO Date	Last Bid Date	Address
<input type="radio"/>	00000030	Pets R Us		Jan 12, 2014		6732 Longfellow Way Suite 100-B
Add Vendor Close Window						

Step 37: The search results display. In this case, one vendor fits that category.

Click the Select Button and **Add Vendor** button.

Open Market Purchase Order 0000190

General | Items | **Vendor** | Address | Accounting | Routing | Attachments | Notes | Change Orders | Reminders | Summary

General | Subcontractors | Vendor Performance

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method
00000030		Pets R Us	Email

Payment Terms: Freight Terms:

Shipping Method: Shipping Terms:

Save & Continue Apply Vendor Terms to PO

Step 38: The search window closes and the selected vendor populates the purchase order.

The vendor and the vendor's ship-to and bill-to address are added to the purchase order.

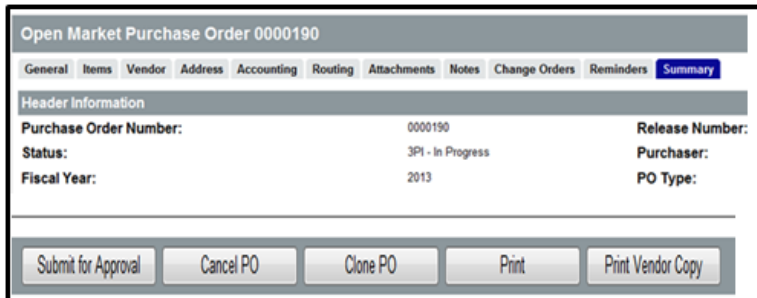
Click the **Summary** tab to continue.

Job Aid:

Open Market Requisition to Purchase Order: goods/services not on a Master Blanket

Screenshot

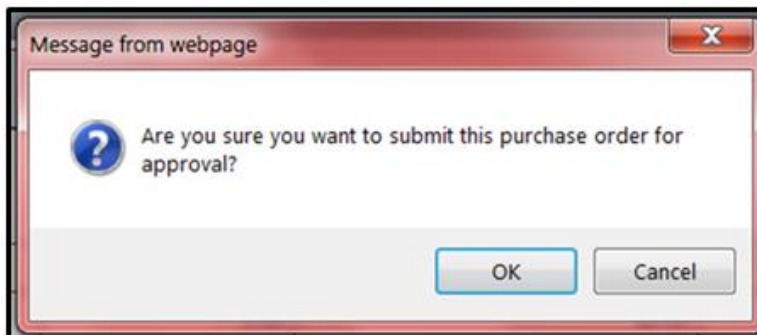
Directions



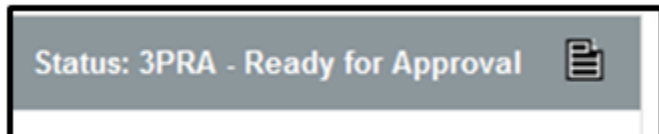
Step 39: The **Summary** tab displays with no error messages.

Scroll to the bottom of the page to review the available options for the purchase order.

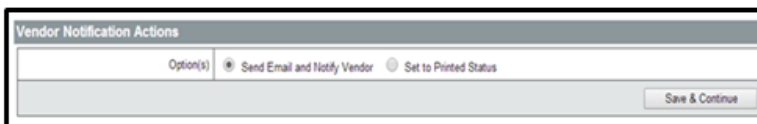
Click the **Submit for Approval** button.



Step 40: Popup message displays requesting confirmation of the submission into workflow. Click **OK** to continue.



Step 41: PO status has been updated to Ready for Approval.



Step 42: Once the PO goes through the approval workflow the creator or the approver can send the PO to the Vendor.

If you are the creator you can find the PO, in your control center under **PO, Ready to Send**.

The PO will open to the Summary tab and at the bottom of the page there is a section **Vendor Notification Actions**. Select one of the two options and click Save & Continue to put the PO in a 'Sent' status.

- **Send Email and Notify Vendor:** sends vendor's COMMBUYS contact an email about the PO and the PO can be found in COMMBUYS
- **Set to Printed Status:** no email is sent but the Vendor will be able to find and open the PO in COMMBUYS